

Administrative Policy 1-12 Hazardous Conditions Policy

SUBJECT: Hazardous Conditions

PURPOSE: To establish procedures in the event of a declaration of Hazardous Conditions.

BACKGROUND: Due to the imperative nature of the public services provided to the community by the City provides, conditions/circumstances rarely warrant the closing of City offices outside of traditional business closings. However, the City does occasionally experience inclement weather resulting in dangerous road conditions, in which authorities discourage all non-essential travel. Additionally, the City could face other conditions of extreme urgency that may require the closing of City offices. This policy provides the City Manager the ability to declare the existence of such hazardous conditions and outlines the actions to be taken upon declaration of such conditions.

PROCEDURE: The following procedures are outlined for hazardous conditions.

Definitions

Hazardous Conditions: Circumstances or situations wherein the City Manager or his/her designee determines that an immediate threat exists to the life, health, safety and/or welfare of the City's citizens, employees and/or visitors.

Critical Personnel: Personnel considered critical to the immediate mission of health, welfare and safety during a crisis or emergency. This includes but may not be limited to: public safety personnel such as police, fire, and 911 dispatchers, as well as those who work in twenty-four (24) hour facilities, those that operate the water and wastewater plants and systems, those responsible for clearing roadways/streets, and any other employee positions deemed critical by the City Manager, during any particular Hazardous Condition.

Non-Critical Personnel – All other personnel.

Authority

The City Manager is responsible for making the final determination as to whether or not hazardous conditions exist.

The City Manager is also responsible for determining the action to be taken in response to the hazardous conditions. Any action affects non-critical personnel only.

Action(s) to be taken may include, but is not limited to, altering or reducing regular work hours for non-critical personnel by opening late, closing early or closing offices entirely. Once appropriate action has been determined, the City Manager will ensure department directors are notified of the declaration of hazardous conditions and the action to be taken. Department directors are responsible for notifying employees within their respective department/divisions.

Critical personnel shall remain operational regardless of any hazardous condition declaration and closure.

Leave Time

In the event of a closing due to hazardous conditions, all full time non-critical personnel will be compensated at their regular rate of pay, using hazardous conditions pay. Part time non-critical personnel will be compensated at their regular rate of pay, using hazardous conditions pay, only if the closing occurred during their scheduled work hours. Hazardous conditions pay shall not count as hours worked when computing overtime.

Critical personnel will be paid at their regular rate of pay for all hours worked during the period of time the hazardous condition is in effect.

Expectations

All non-critical personnel are expected to report to and/or remain at work, until the appointed time of any hazardous conditions closure.

Critical personnel are expected to report to and/or remain at work, despite any hazardous condition declaration and closure.


It remains the responsibility of the employee to contact their supervisor if they are unable to report to work when offices/facilities are open.

Non-critical personnel who report to work, during closed hours, after hazardous conditions have been declared may be found to be in violation of this policy.

REFERENCE: None

EFFECTIVE DATE: October 26, 2020

RESPONSIBLE DEPARTMENT: City Manager

A handwritten signature in blue ink, appearing to read 'MC', is written over a horizontal line.

Michael Cleghorn, City Manager